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EXECUTIVE OFFICE

September 2, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

31 September 2, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**PUBLIC DEFENDER 2014 CAPITAL CASE SEMINAR—APPROVAL OF
INCIDENTAL EXPENSES**

**ALL DISTRICTS
(3-Votes)**

SUBJECT

The Los Angeles County Public Defender is requesting approval of Incidental Expenses for its 2014 Capital Case Seminar.

IT IS RECOMMENDED THAT THE BOARD:

Authorize the Public Defender to incur incidental expenses above the Department's delegated authority as outlined in Section 5.40.097 of the Los Angeles County Code.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Department plans to host a Capital Case Seminar open to staff of the Public Defender's Office, Alternate Public Defender's Office and the Federal Public Defender. The seminar will provide State Bar required Minimum Continuing Legal Education (MCLE) credit to attorneys in attendance.

This Board letter is submitted to comply with Los Angeles County Code section 5.40.097 and County Fiscal Manual section 4.9.0.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

This seminar provides capital litigation training for attorneys, paralegals and investigators of the Public Defender, Alternate Public Defender and the Federal Public Defender. The training also provides State Bar required Minimum Continuing Legal Education (MCLE) credit to attorneys in attendance and supports employee development. The training is always well attended and highly regarded by attendees. Seminar presenters are experts in capital case litigation and include in-house experts of the Public Defender and Alternate Public Defender as well as nationally recognized speakers from across the country.

FISCAL IMPACT/FINANCING

The incidental expenses for this seminar are estimated to be approximately \$22,000. Incidental expenses include, but are not limited to the provision of food services by the proposed venue as a condition of reserving the venue. The seminar cost will be revenue offset by the collection of seminar registration fees so that no Net County Costs will be incurred. A vendor will be selected as the seminar venue following the County's bidding process. The seminar will be held on October 17-18, 2014.

FACTS AND PROVISIONAL/LEGAL REQUIREMENTS

Section 5.40.097 of the County Code permits departments to purchase food and beverages for official functions and meetings authorized by the department head up to \$500 per occasion with a maximum of \$5,000 per year. Any expenditure of more than \$500 per occurrence must be approved in advance by the Chairperson of the Board of Supervisors. Expenditures exceeding the \$5,000 annual limit must be approved in advance by the Board as an agenda item. The approval limits also apply even if the department will recover some or all of the expenses from other sources (e.g. admission fees, other revenue, etc.).

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The impact on current services is nominal as attendees register for the seminar and clear the court calendars well in advance of the seminar. The intended outcome of the seminar is that attendees will be better trained and prepared to handle the complexities of capital case work.

Respectfully submitted,



RONALD L. BROWN
Public Defender